City of San Antonio

Application for Employment
MUNICIPAL COURT JUDGE



Office of the City Clerk Mailing Address: P.O. Box 839966 San Antonio, Texas 78283-3966 (210) 207-7253

Equal Opportunity/Affirmative Action Employer

City of San Antonio **Application for Employment** Are you currently an employee of The City of San Antonio? T Yes or [] No 4. Department 3. Job 5. Classification 2. Job Title Classified Number Non Classified 8 App Range: 7. Applicant Type: 6. FLSA Status. (Internal Use Only) 01 - Not Currently a City Employee 02 - Currently a City Employee 9. Personnel Officer 07 - Applicant for Temporary Employment (Internal Use Only) 08 - Previous City Employee left before May 2004 09 - Previous City Employee left after May 2004 Personal Information 10. Title (Optional) 11. Last Name 12 First Name 13 Middle Mr. Mrs. Ms 15 Street Address: Apt No. SSN Miss Ph.D 19 Country 16 City 17. State 18. Zip US - US 20 Primary MX - Mexico CA - Canada OT - Other 21 Email Address: 22. Qualifications Computer Skills Microsoft Word Years Microsoft Frontpage Years Microsott Access Years Microsoft Project Years Microsoft Power Point Years Microsoft NetMeeting Years Microsoft Outlook Years Microsoft Internet Explorer Years Crystal Reports Years **Adobe Acrobat** Years

OT	0	th	er	

23. High School Educ	ation						
□ 9 th □ 10 th	☐ 11 th	☐ 12 th	☐ High S	chool Grad	luate	GED	
Name of High School Atten	ded:					Country	
From M M Y	То	MMY	Y				US - USA MX- Mexico CA- Canada OT- Other
College Education			er en		Blanc &		
24. Name of College Attend	led:			F	rom M M	To Y Y	MMYY
25. Major:			26. Number of H	lours or Se	mesters Com Hours		Semesters
27. Year Graduated M M		ssociates	Bachelors	Mas	ters 🗆	Ph.D	
24. Name of College Attend					rom M M		M M Y Y
25. Major:			26. Number of H	lours or Se	mesters Com Hours		iemesters
27. Year Graduated	28 As	sociates	Bachelors -	Mas	ters 🗆	Ph.D	
24. Name of College Attend			26. Number of H		mesters Com		M M Y Y
					☐ Hours		emesters
27. Year Graduated M M M	28 As	sociates	Bachelors -] Mast	ers 🗆	Ph.D	
29. Languages							
Chinese	Read		Write			Speak	
French	Read		Write			Speak	
German	Read		Write			Speak	
Hebrew	Read		Write			Speak	
Hindi	Read		Write			Speak	
Italian	Read		Write			Speak	
Japanese	Read		Write			Speak	
Russian	Read		Write			Speak	
Spanish	Read		Write			Speak	
Swahili	Read		Write			Speak	
Other Foreign Language	Read		Write			Speak	
Sign Language	Read		Write			Speak	

33. List all moving violation convictions within the last five years. Date MM/YY City Country State 32. Have you ever been convicted of a misdemeanor (other than traffic violations) or felony? If you checked Yes, Please list any and all convictions. Type of Offense Date MM/YY City Country State 34. Have you ever been employed by the City of San Antonio? Yes or No Department: Start M M Y Y 35. Do you have any relatives (by blood or marriage) working for the City of San Antonio? Yes Name Department Department 36. Involuntary Terminations Has your employment ever been involuntarily terminated or have you ever resigned to avoid except lack of work.) within the past ten years? Yes or No If yes, list name and address of employer and date and reason for discharge/resignation.	SS C Country: US - USA MX- Mexico CA- Canada OT- Other
Date MMYYY City Country State 32. Have you ever been convicted of a misdemeanor (other than traffic violations) or felony? If you checked Yes, Please list any and all convictions. Type of Offense Date MM/YY City Country State 34. Have you ever been employed by the City of San Antonio? Pepartment: Start M M Y Y 35. Do you have any relatives (by blood or marriage) working for the City of San Antonio? Yes Name Department Department Type of Offense Name Department Type of Offense Name Department Type of Offense Name Department Type of Offense No No No No No No No No No N	
32. Have you ever been convicted of a misdemeanor (other than traffic violations) or felony? If you checked Yes, Please list any and all convictions. Type of Offense	
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If you checked Yes, Please list any and all convictions. Type of Offense Date MM/YY City Country State 34. Have you ever been employed by the City of San Antonio? Yes or No Department: Start MM Y Y 35. Do you have any relatives (by blood or marriage) working for the City of San Antonio? Yes Name Department 48. Involuntary Terminations Has your employment ever been involuntarily terminated or have you ever resigned to avoid except lack of work) within the past ten years? Yes or No	
If you checked Yes, Please list any and all convictions. Type of Offense Date MM/YY City Country State 34. Have you ever been employed by the City of San Antonio? Yes or No Department: Start MM Y Y 35. Do you have any relatives (by blood or marriage) working for the City of San Antonio? Yes Name Department 48. Involuntary Terminations Has your employment ever been involuntarily terminated or have you ever resigned to avoid except lack of work) within the past ten years? Yes or No	
If you checked Yes, Please list any and all convictions. Type of Offense	☐ Yes or ☐ No
Type of Offense	[] 133 S, [] 110
34. Have you ever been employed by the City of San Antonio? Yes or No Department: Start M M Y Y 35. Do you have any relatives (by blood or marriage) working for the City of San Antonio? Yes Name Department 36. Involuntary Terminations Has your employment ever been involuntarily terminated or have you ever resigned to avoid except lack of work) within the past ten years? Yes or No	e Action Taken
Department: Start	
Department: Start	
Department: Start	
35. Do you have any relatives (by blood or marriage) working for the City of San Antonio? Yes Name Department 36. Involuntary Terminations Has your employment ever been involuntarily terminated or have you ever resigned to avoid except lack of work) within the past ten years? Yes or No	
35. Do you have any relatives (by blood or marriage) working for the City of San Antonio? Name	End M M Y Y
36. Involuntary Terminations Has your employment ever been involuntarily terminated or have you ever resigned to avoid except lack of work) within the past ten years? Yes or No	or No
Has your employment ever been involuntarily terminated or have you ever resigned to avoid except lack of work) within the past ten years? Yes or No	Relationship
Has your employment ever been involuntarily terminated or have you ever resigned to avoid except lack of work) within the past ten years? Yes or No	
Has your employment ever been involuntarily terminated or have you ever resigned to avoid except lack of work) within the past ten years? Yes or No	
except lack of work) within the past ten years? Yes or No	
	discharge (for any reason
Employer	
Street Address	
City State Zip	Country
Reason: (limited to 250 Characters)	

<u> </u>										
Start End		Employer								
M M Y Y M M Y Y		Street Add	Iress							
Job Title		City		E			State		T	T
Monthly Salary		Zip	TT	TT	T	T	Cour	ntry	+	+
Supervisors Name			11			1	Cour	,		1
Phone Number		May we cont	act your	supervis	or?		Yes	or		N
Duties: (limited to 350 Characters)										
	75.5									
Reasons for Leaving: (limited to 250 characters)										
Start End M M Y Y		Employer								
Job Title	}	Street Add	'ess							
Monthly Salary	Ì	City					State			
Supervisors Name		Zip				1	Coun	try		
Phone Number	-									
		May we conta	ct your	superviso	r?	<u> </u>	Yes	or	<u> </u>	No
Duties: (finited to 350 Characters)										
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Start End M M Y Y M M M Y Y		Street Addre	988				State			
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Start		Street Addre		upervisor	7			Ty or		No
Start		Street Addre City Zip		upervisor	?		Countr			No
		Street Addre City Zip		upervisor	?		Countr			No
Start		Street Addre City Zip		upervisor	?		Countr			No

Equal Opportunity / Affirmative Action Survey. Completion of this section is voluntary. FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, AGE, SEX, NATIONAL ORIGIN, ANCESTRY, POLITICAL BELIEF, OR DISABILITY The City of San Antonio Requests the following information to help comply with government record keeping and reporting in connection with our affirmative action activities. This confidential form will be detached from your application before being forwarded to hiring officials. This information will have no bearing upon the process of considering you for employment. NO, I am not at least 40 years old 38 YES, I am at least 40 years old 39. 40. Job Advertisement Undisclosed Male Female How did you learn about this job? 01 = City employee 41. Ethnicity: 02 = Came on my own Asian or Pacific Islander Hispanic 03 = City advertisement Non-Minority African American American Indian/Alaskan Native 04 = City recruitment officer Other 05 = Another government agency 06 = Placement officer at my school 07 = Internet 08 = Television 09 = Newspaper 10 = City Job Line 11 = Private employment agency 12 = Other Additional Applicant Information 43 Branch: Yes or 42. Military: No [From To Army 44 Type of discharge: Air Force Navy 45. Highest Rank: Marines 46 Military Status: (00) None (01) Active Reserves (U2) Inactive Reserves 47 Veteran Status: Yes No 48. Disability: Yes No

Yes

No.

49. Do you require reasonable accommodation in connection with the application?:

Atmpoint Jampio yment init	u must read the "Temporary Employment Information" ormation
Temporary employees are unclassified employees hired by the City to fill poermanent full-time employee. A temporary employee's appointment(s) is for	ositions where the needs of the City do not warrant a or a definite period of time and shall not exceed 960 hours in
a fiscal year except: 1. An on-call position, requiring an employee to work on an on-going basis	but only as needed and as available on a non-consecutive
pasis; 2. A position resulting from participation in a federally or state funded program. 3. A cooperative work-study program with an educational institution;	
 An intern position hired to develop job skills in preparing for entry into the A Summer Youth Program. 	e workforce while enrolled in an educational institution;
Temporary employees are not entitled to any civil service benefits, health be by Federal or State Law.	nefits or other City benefits or incentives unless mandated
The City of San Antonio may terminate the employment relationship with an Upon hire, you will be provided with a copy of the Administrative Directive	
My electronic signature below indicates that I have read and understand the	Temporary Employment Information stated above.
CERTIFICATION	
I certify that the answers given by me to the foregoing question consequential omissions of any kind. I authorize the City of San pertaining to my suitability for employment which may include a hereby release said companies, schools or persons from all lia understand and agree that any misleading or incorrect statement of the employed, would be cause for termination and this employer termination. As an applicant for employment with the City of Stomply with the employee Drug and Alcohol Policy and the Immi	Antonio to conduct a background check criminal history check and medical evaluation. bility for any damage of issuing this information. Its or omissions may render this application void, wer shall not be liable in any respect for such action and Antonio, I understand that, if hired, I must gration Reform and Control Act of 1986, which
equires proof of employment eligibility. Additionally, I agree to submit to equested or required by the City of San Antonio and understand to do so.	o a pre-employment drug screening test if I that my application will not be processed if I fail
equires proof of employment eligibility. Additionally, I agree to submit to equested or required by the City of San Antonio and understand	o a pre-employment drug screening test if I that my application will not be processed if I fail

MUNICIPAL COURT JUDGE APPLICATION QUESTIONNAIRE

I hereby state that all of the information in this questionnaire is true and correct. I further request all law enforcement officials and criminal justice agencies to release any criminal history records concerning me to the City Attorney of the City of San Antonio in order that qualifications may be checked.

I understand that if a request is made by any member of the public for information included in this questionnaire, most of the information must be disclosed under the Public Information Act. I understand the City of San Antonio will attempt to maintain the confidentiality of highly private matters, such as medical records or private reprimands and unfounded complaints reviewed by the State Commission on Judicial Conduct or a Grievance Committee of the State Bar of Texas, by seeking an Attorney General's opinion in accordance with the Public Information Act. I understand that it may not be legally possible to maintain the confidentiality of such information and I hereby release the City of San Antonio, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act or any other law requiring its release.

Signature	
SWORN TO AND SUBSCRIBED TO BEFORE ME BY TH	E AFFIANT ON THIS DAY OF
200	
	Notary Public, State of Texas
	My Commission Expires:
	Title

Please complete all of the following questions. (Insert additional pages as required).

1.	Full name, state bar number and date of admission, social security number and Texas driver's license number.
2.	Office address, zip code, telephone number and area code (name of law firm, if associated).
3.	List all courts, with date of admission, other than Supreme Court of Texas, in which you have been admitted to practice.
	(a) Are you a party in any lawsuits, bar actions before any court or administrative body? If so, please explain.
4.	On an attached sheet, describe in detail and chronologically your law practice and professional experience after your graduation from law school, including a description of your practice and specialty(ies).
5.	If State Bar of Texas certified as a specialist, please indicate the specialty and date of certification.

- 6. With respect to the last five years as a practicing attorney (and prior to any current judicial service), estimate the following:
 - (a) Did you appear in court regularly, occasionally, or not at all? If the frequency of your appearances in court has varied during this period, describe each such variance, giving the dates thereof. (insert additional pages as required.)
 - (b) What percentage of these appearances was in:

(I) federal court?	%
(II) state court of record?	%
(III) municipal court?	%
(IV) other courts?	%

(c) What percentage of your litigation was:

%
%

- (d) State the approximate number of cases in courts of record you tried to verdict. Do not include cases settled or plea-bargained. Please attach a list of representative examples including cause number, court and date of verdict, if available.
- (e) What percentage of these trials was:

(I) jury?	%
(II) non-jury?	%

(f) What percentage of these trials was:

(I) civil?	%
(II) criminal felony?	%
(III) criminal misdemeanor?	%
(IV) criminal class c, fine only?	%

- (g) List the approximate number of cases in which you represented a party on appeal. If any resulted in a published opinion, please attach a list of cases with citation(s) and court.
- 7. On an attached sheet, describe three (3) of the most significant litigated matters which you personally handled. Identify as to each case: (i) style, number court and date; (ii) citations, if the cases were reported; (iii) capsule summary of the substance of each case, and a succinct statement of what you believe to be the particular significance of the case; (iv) name, address and telephone number of all counsel; (v) describe in detail the nature of your participation in the litigation, and the final disposition of the case.

	QUESTIONNAIRE
	List each political office held or sought (other than the office currently sought) and the terms thereof.
	Cite any legal article, books, briefs, or other legal writings which reflect your personal work.
1 (!	List all bar associations and professional societies of which you are a member and give the title and dates of any office which you have held in such groups. List also chairmanships of any committees in the bar associations, professional societies, and memberships on any committees which you believe to be of particular (e.g. judicial selection committee, grievance committee, etc.) significance. Also, list any professional honors you have received.
	(a) Is your license in good standing with the State Bar?
;	List all organizations other than the bar associations or professional associations or societies of which you are, or have been, a member including civic, charitable, religious, and educational organizations. Also, indicate offices held and honors bestowed.
(Have you ever been or are you now engaged in any occupation, business or profession other than the practice of law or holding judicial or other public offices? If so, give details, including dates.

Pursuant to the Ethics Code of the City of San Antonio, Ordinance 88874, effective January 1, 1999 (website address: www.sanantonio.gov/atty/ethics):1

	<u>Parent</u>		Child		<u>Spouse</u>
14.	Please list the na	-	mber of your	household not disc Relatio	closed in No. 13 above.
	Please list the n spouse: our Employer	name of your		d the employer(s) Child's Employer	of your parent, child of Spouse Employer
16.					partner, or a parent of the state of the sta
	Name of Business		Partner/Par	rent/Subsidiary	You/Your Spouse

¹Amended by Ordinance 90313, effective August 19, 1999; Ordinance 93998, effective May 21, 2001; Ordinance 97711, effective June 9, 2003; Ordinance 98709, effective January 15, 2004; and Ordinance 100283, effective January 13, 2005.

Name of Business Entity	<u>Address</u>	Type of Economic Interest
18. Please list the name of any pers		om whom you or your spouse unsolicited offer of subsequen
employment or (b) has accepted a expected by the parties to be carri	in offer of subsequent e	
employment or (b) has accepted a	in offer of subsequent e ed out:	
employment or (b) has accepted a expected by the parties to be carri	n offer of subsequent end out: By whom recommended out: on-profit or business er	employment which is binding o

¹Business Entity. "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

²Economic Interest. "Economic interest" includes, but is not limited to, legal or equitable property interests in land, chattel, intangibles, and contractual rights having more than de minimis value. Service by a City official or employee as an officer, director, advisor, or otherwise active participant in an educational, religious, charitable, fraternal, or civic organization does not create for that City official or employee an economic interest in the property of the organization. Ownership of an interest in a mutual or common investment fund that holds securities or other assets is not an economic interest in such securities or other assets unless the person in question participates in the management of the fund. Ownership of stock in a publicly traded corporation does not constitute ownership if the employee or official owns less than 10% of the voting stock or shares of the entity and the value of the stock is less than \$15,000.

Name:

20.	Please list the name(s) of each locurrent City contract or anticipat parent or child is known to direct voting stock or shares of the business entitle.	tes seeking City business in the or indirectly own ten per siness entity or ten percent	n which you, your spouse, reent (10%) or more of the
	Name of Business Entity	Contract	By whom owned

	Name of Business Entity	<u>Contract</u>	By whom owned
21.	Please list the name of any budisclosed under No. 20 is know partner; or (c) a parent or subside	vn to be: (a) a subcontractor o	
	Name of Business Entity	Subcontractor/Partner/Parent	<u>Owner</u>
22.	Please list the name of each amounting to more than \$5,00 spouse, unless that source has	0 received during the previou	s year by you or you
<u>Na</u>	ame of Source of Income Received by	Name of Source of Inco	ome Received by Spouse

23. Please identify by street address or legal or lot-and-block description, all real property* located within the State of Texas in which you or your spouse has a leasehold interest, a contractual right to purchase, or an interest as: fee simple owner; beneficial owner; partnership owner; joint owner with an individual or corporation; or owner of more than 25% of a corporation that has title to real property.

Name:

- * THERE IS NO REQUIREMENT TO LIST ANY PROPERTY:
 - (1) Used as a Personal Residence of a Peace Officer;
 - (2) Over which you have no decision power concerning acquisitions or sale; or
 - (3) Held through a real estate investment trust, mutual fund, or similar entity, unless you or your spouse participates in the management thereof:

Street Address, or Legal or Lot-and-Block Description	Type of Interest/Right/Ownership
24. Please list the names of any individual or entity to vunsecured debt of more than \$5,000. DO NOT borrowed from a family member from his/her own accounts.	Γ INCLUDE debts for: (1) money
Name of individual or entity to whom owed	<u>Amount</u>
25. Please list the name of each person, business enti you or your spouse received a gift with an estima \$100.00 during the past year and the estimated fair r GIFT. "GIFT" MEANS A VOLUNTARY TRANSFER OF PROPERTY THE CONFERRAL OF A BENEFIT HAVING PECUNIARY VALUE (S THE FORBEARANCE OF COLLECTION ON A DEBT), UNLESS OF VALUE IS RECEIVED BY THE DONOR. EXCLUDED FROM THIS REQUIREMENT ARE: (1) LAWFUL CAMPAIGN CONTRIBUTIONS WHICH ARE REPORTE (2) GIFTS RECEIVED FROM FAMILY MEMBERS WITHIN THE CONSANGUINITY; (3) GIFTS RECEIVED AMONG AND BETWEEN FELLOW CITY EMFILIATION OF CONTRIBUTION OF CONTRI	Ited fair market value in excess of market value of each gift*. (INCLUDING THE PAYMENT OF MONEY) OR SUCH AS THE RENDITION OF SERVICES OR CONSIDERATION OF EQUAL OR GREATER ED AS REQUIRED BY THE STATE STATUTE; HE SECOND DEGREE OF AFFINITY OR PLOYEES AND CITY OFFICIALS; AND
Person, Business Entity or Other Organization	Estimated Fair Market Value

26.	Have you ever been arrested, charged or held by federal, state or other law enforcement authorities for violation of any federal law or regulation, state law or regulation, county or municipal law, regulation or ordinance? If so, give details. Do not include traffic violations <u>unless</u> you were arrested for outstanding traffic warrants.
27.	Has a federal, state, county or municipal tax lien ever been filed against you or have you (or a company in which you have a principal) filed for bankruptcy? If so, give particulars.
28.	Are you current for all federal, state, county, school and city taxes? If not, give particulars.
29.	Have you been the subject of a complaint or received any notices for violating any City of San Antonio ordinances? If so, give particulars.
30.	Have you been sued by a client in the last five (5) years? If so, give particulars.
31.	Have you ever been a party in any other legal proceedings not listed previously in answer to questions 26 to 30? If so, give particulars. Do not list proceedings in which you were merely a guardian ad litem, or a party to a divorce. Include all legal proceedings in which you were a party in interest, were named as co-conspirator or a correspondent, and any grand jury investigation in which you figured as a subject.

32.	Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, give particulars.
33.	If you have been ordered by the court to pay child support, is that support current?
34.	Describe any language capability you have other than English.
35.	List at least five (5) references by name, address, and telephone number:
	Questions dealing with Charter requirements concerning residency within the City of Antonio* for eligibility of appointment (Please answer yes or no).

a. Do you reside in the City of San Antonio?_____

b. If so, have you resided in the City of San Antonio for the previous three years?_____

c. List your current home address, zip code and telephone number.

d. If you have had more than one home address over the previous three years, list addresses, zip codes and telephone numbers.

^{*} e.g. – Example: Castle Hills, Hollywood Park, Alamo Heights are separate incorporated cities and are not considered to be City of San Antonio.

37. Are you willing to work under the supervision of the Presiding Municipal Court Juc
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- 38. If appointed as a full-time judge, are you aware you must give up any outside practice of law?
- 39. If you are appointed as a part-time judge, are you willing to promise not to be directly or indirectly involved in cases which may pose a conflict of interest regarding your appointment with the City?
- 40. Do you understand that if you are appointed as either a full-time or part-time judge that your appointment is for a term of two years, and that the City Council has sole discretion in appointment and/or reappointment?
- 41. Do you understand that if you are appointed as either a full-time or part-time judge, you must notify the Presiding Judge and the Quality of Life Committee of your intent to run for a political office?
- 42. If you are appointed as either a full-time or part-time judge, do you pledge that you will not actively participate in City Elections, and will adhere to the Code of Judicial Conduct, including but not limited to Canon 5 (Political Activity)?
- 43. If you are appointed as either a full-time or part-time judge, do you pledge that you will notify the Quality of Life Committee, through the Presiding Judge, of any violations of federal, state or municipal law within three days of being notified of such violations? (Traffic citations will not be included unless a warrant is issued.)
- 44. If you are appointed as either a full-time or part-time judge, do you pledge that you will notify the Quality of Life Committee, through the Presiding Judge, if any liens or levies are placed on your personal or real property as a result of back taxes?

AUTHORIZATION

The State Commission on Judicial Conduct and the Grievance Committee of the State Bar of Texas are hereby authorized and requested to release any information they may have about the undersigned to the City of San Antonio and further, for the Quality of Life Committee or its designee to contact and interview any person indicated from such data or other sources. (A photocopy of this Authorization shall be as satisfactory as the original.)

	Signature	
	Printed Name	
	Business Address	
	Home Address	
	State Bar No Date of Admittance	
Subscribed and sworn to before me by	y the said affiant on this	day of
	Notary Public, State of Texas	
(seal)	My Commission expires:	

ALL APPLICANTS MUST COMPLETE THIS CHECKLIST:

NAME:		
STATE BAR #:		
SOCIAL SECURITY #:		
DRIVER'S LICENSE NUMBER:		
U.S. CITIZEN?	(Y)(N)	
BUSINESS ADDRESS:		
OTHER BUSINESS:		
CURRENT HOME ADDRESS:		
CURRENT TELEPHONE #:		
PREVIOUS HOME ADDRESS:		
PREVIOUS TELEPHONE #		